Approved For Release 2000/08/17 : CIA-RDP61-00274A000200200002-2

~~CONFIDENTIAL~~
Security Information

15 January 1952

MEMORANDUM FOR: Special Assistant to the Assistant Director for Current Intelligence

THRU: Chief of General Services

SUBJECT: Examination of Personnel Files and Records, Office of Current Intelligence.

Document No. 002
NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S C
Auth: HR 70-2
Date: 24 Feb 98 By: 023

1. **Findings**

a. Basic personnel files and records being maintained are limited to those two files most commonly employed in other Agency personnel sections, namely a file of employee folders and a file of employee record cards which cards are arranged in the table of organization sequence. A photostat copy of a similar file maintained by Personnel Division (Covert) is also filed in the office. To assist the Deputy Assistant Director, OCI, a photostat copy of the OCI T/O - employee record file was prepared on a one-time basis a short time ago. These files are supplemented with a log describing personnel actions initiated, a record of applicant referrals and an alphabetical cross-reference of employees to T/O position number.

b. The administration of SI clearance in this administrative staff has resulted in the maintenance of a file of personnel folders for OCI and all other office personnel having the SI clearance. For OCI employees, this file duplicates the employee personnel folder. Also, a ready-reference card file on SI clearances is maintained by both the Administrative Staff and the Office of the Assistant Director.

2. **Recommendations**

a. The provision of a machine listing on which the incumbent of each position is listed opposite the T/O slot will greatly simplify the administration of the T/O - employee record file. Plans are under way to provide this service in the near future. It may be that this listing can supplant the employee record card file. However, if this is done some provision must be made to supply a ready reference to personnel data on individual employees.

b. The contents of both the employee personnel folder and the security folder should be limited to those papers originated by OCI action.

Approved For Release 2000/08/17 : CIA-RDP61-00274A000200200002-2
~~CONFIDENTIAL~~
Security Information

Approved For Release 2000/08/17 : CIA-RDP61-00274A000200200002-2

CONFIDENTIAL
Security Information

c. File simplification can be achieved through integration of security files into the personnel files for OCI employees. The remainder of the folders in the security file can be reduced by establishing office folders and combining papers relating to individuals within the various offices in one office folder.

d. The need for two quick reference SI clearance card files now being maintained should be analyzed to determine if one file can be eliminated. If it is determined that two such files are necessary, the cards can be prepared in one operation through the use of an inter-lined carbon form.

25X1A9a

[redacted]

Approved For Release 2000/08/17 : CIA-RDP61-00274A000200200002-2

CONFIDENTIAL
Security Information